

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

31-05

5/18/05

INSTRUCTIONS FOR COMPLETING A NON-ROUTINE INCIDENT REPORT

The purpose of this notice is to provide FSIS program offices with instructions about when a non-routine incident report (NRIR) should be initiated, who should fill out the form, and where the form should be sent. FSIS program offices, the Department, and other government agencies all may submit information regarding a suspected non-routine incident involving an FSIS-regulated product to FSIS' Office of Food Security and Emergency Preparedness (OFSEP). In most cases, the NRIR will be submitted by an FSIS program office. The information in this notice will be incorporated into FSIS Directive 6500.1, Emergency Incident Response, which currently is being revised. In addition, FSIS Form 5420-1, Non-Routine Incident Alert, will be re-numbered and re-named FSIS Form 6500-1, Non-Routine Incident Report.

Examples of non-routine incidents for which an NRIR may be initiated include:

- Potentially widespread, life-threatening human illnesses caused by an FSIS-regulated product;
- Deliberate contamination of an FSIS-regulated product;
- A widespread animal health disease with severe economic consequences associated with an FSIS-regulated product;
- Ineligible foreign product in the U.S;
- Suspicious activities observed by program personnel while performing their normal duties.

According to FSIS Directive 6500.1, Emergency Incident Response, routine incidents do not warrant activation of the Emergency Management Committee (EMC). In contrast, a non-routine incident may warrant the activation of the EMC. Some non-routine incidents may be of such urgency that the manager, director, or Assistant Administrator (AA) initiating or reviewing the NRIR will immediately need to contact the OFSEP AA or OFSEP Senior Executive On-Duty to discuss possible activation of the EMC.

DISTRIBUTION: Inspection Offices; T/A Inspectors; Plant Mgt; T/A Plant Mgt; TRA; ABB; PRD; Import Offices

NOTICE EXPIRES: 6/1/06

OPI: OPPED

The following provides instructions to the responsible offices within each FSIS program area that are to submit the NRIR to OFSEP. The NRIR (currently FSIS Form 5420-1) can be found on the FSIS Intranet site at <http://foteam/OFSEP/emc>.

- If the Office of the Administrator receives notification of a non-routine incident, this office immediately notifies OFSEP, which will prepare an NRIR.
- For the Office of Program Evaluation, Enforcement, and Review (OPEER), NRIRs may be initiated by the Director of the Compliance and Investigation Division (CID), Director of the Internal Control Staff, and the Director of the Program Review Staff. In addition, the CID field staff, (who have previously completed Food Safety Import Alerts) may initiate an NRIR and forward it to the CID Regional Manager, while also providing a copy to OFSEP.
- The Office of International Affairs (OIA), Import Inspection Division, Deputy Director for Import Operations (DDIO) or the DDIO's designee initiates the NRIR and forwards it to the Director of the Import Inspection Division. The Director reviews the incident report and forwards it to the OIA AA, while also providing a copy to OFSEP. Should a foreign government notify OIA of a non-routine incident, the Directors of the Import Inspection Division, the International Equivalency Staff, the Import-Export Programs Staff and the Codex Programs Staff may also initiate an NRIR.
- The Office of Field Operations (OFO) District Manager or the designated representative initiates the NRIR. The report is then sent to the OFO EMC Senior Executive Duty Officer and a copy should also be sent electronically to OFSEP.
- The Office of Public Affairs, Education and Outreach (OPAEO), Directors of Executive Correspondence and Issues Management Staff (ECIMS), Congressional and Public Affairs Office (CPAO), Web Services Staff (WSS), Food Safety Education Staff (FSES), or Strategic Initiatives, Partnerships and Outreach Staff (SIPOS), may initiate an NRIR and send it to the OPAEO AA, who forwards it to OFSEP. If applicable, notification of the incident is also sent to the affected program office via phone or e-mail. The Meat and Poultry Hotline Manager may also receive information that requires the initiation of an NRIR. The Hotline Manager should forward the NRIR to the FSES Director and to OFSEP.
- The Office of Public Health Science (OPHS) Director of Human Health Sciences Division submits the NRIR to the OPHS AA and to OFSEP if the non-routine incident originates from either the consumer complaint monitoring system, the public health and epidemiology liaisons, or from the FSIS liaison to the Centers for Disease Control and Prevention (CDC). The OPHS AA will initiate the report if the FSIS liaison for CDC reports the incident directly to the AA. The Director also notifies the affected program office via e-mail or by phone.
- The Office of Food Security and Emergency Preparedness (OFSEP) initiates an NRIR for laboratory test results submitted by the OPHS Executive Associate for Laboratory Services (EALS) or when it receives information about a non-routine incident from the Office of the Administrator, external agency, or the EMC emergency answering service.

- The Office of Policy, Program and Employee Development (OPPED) Technical Service Center (TSC) initiates an NRIR and forwards the information to the OPPED AA and the OFO District Manager. The Directors of the Center for Learning and the Inspection and Enforcement Initiatives Staff may also initiate an NRIR and forward it to the OPPED AA and to OFSEP.

Note: In addition to these instructions, refer to your office's EMC standard operating procedures for more information on who may fill out the form.

Program employees who complete the NRIR are to save the form as a Word document using the following format to title the document: the name of the initiating Program Office (e.g., OPEER, OPAEO, OIA); the primary product involved (e.g., pork, beef); and the triggering event (e.g., glass, white powder). For example, in an incident involving a petroleum odor from sliced turkey, the title of the NRIR would be "OFO-turkey-odor.doc." For OPEER and OIA only, the title must also include the country from which the product originated. For example, an alert reporting pork egg roll from an ineligible country would be saved as "OPEER-pork-ineligible-"name of ineligible country".doc." Program employees are to send the completed NRIRs electronically to the **IF-OFSEP** mailbox in Outlook.

OFSEP will review this mailbox at least once a day for new NRIRs, and the OFSEP AA will be informed as to all potential non-routine incidents. In some situations, an NRIR may be sufficiently urgent that the manager, director, or AA initiating or reviewing the NRIR should immediately contact the OFSEP AA or OFSEP Senior Executive On-Duty to discuss the possible activation of the EMC.

For further information contact the Director of the Emergency Preparedness Staff, OFSEP, at 202-690-3986.

/s/ Philip S. Derfler

Assistant Administrator
Office of Policy, Program and Employee Development